

## **Big Brothers Big Sisters, A Caring Community**

Serving Kalamazoo, Calhoun, Barry, Allegan and Van Buren

### **Special Events (Bowl for Kids' Sake) Coordinator**

Seeking a highly motivated, energetic, well-organized individual with strong attention to detail and commitment for results to successfully plan, organize and execute the Bowl for Kids' Sake fundraiser as separate events in all 5 counties of our agency's region. Excellent communication skills, an ability to work with the public and make "cold calls", an enthusiastic, positive attitude with a strong customer/client focus and an ability to work independently, and be self-motivated to reach goals and timelines, are required. Experience in recruiting, motivating and leading volunteers as individuals and within committees is desired. This position is solely responsible for all aspects necessary to ensure the success of this fundraiser in terms of money raised, exposure garnered and participants and volunteers recruited (includes gathering sponsors, prizes and teams of bowlers in each community). As necessary and practicable, this position will support additional major and minor fundraising events, and fundraising efforts with major donors and annual giving, as directed. A fun, fast paced and rewarding job involving multiple functions and contacts, this position is perfect for an extrovert achiever who enjoys people and measurable results.

This is a 30-40 hour/week salaried position with benefits. This job is based in Kalamazoo, with reimbursed travel throughout the 5 county regions. This posting will remain until the position is filled.

The complete job description will be emailed to those who request it prior to application; and will be sent to all who apply as receipt of their application.

### **Send Resume and Cover Letter describing your experience and fit for the job to:**

Deb Buchholtz, Executive Director

Big Brothers Big Sisters, A Community of Caring

3501 Covington Rd, Kalamazoo, MI 49001

269-382-6800 ext. 105

[DebBuchholtz@bbbsmi.org](mailto:DebBuchholtz@bbbsmi.org)